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ABSTRACT

The 1974 edition of the Lincoln College faculty handbook contains details of the college organization including the board of trustees, the president, the faculty, deans and division chairmen, and various committees. Information is also provided regarding faculty appointment, promotion and tenure policies; the internal operations of academic affairs; and faculty benefit programs including insurance, leaves, tuition waivers, conferences, the loan fund, and housing. (JMF)

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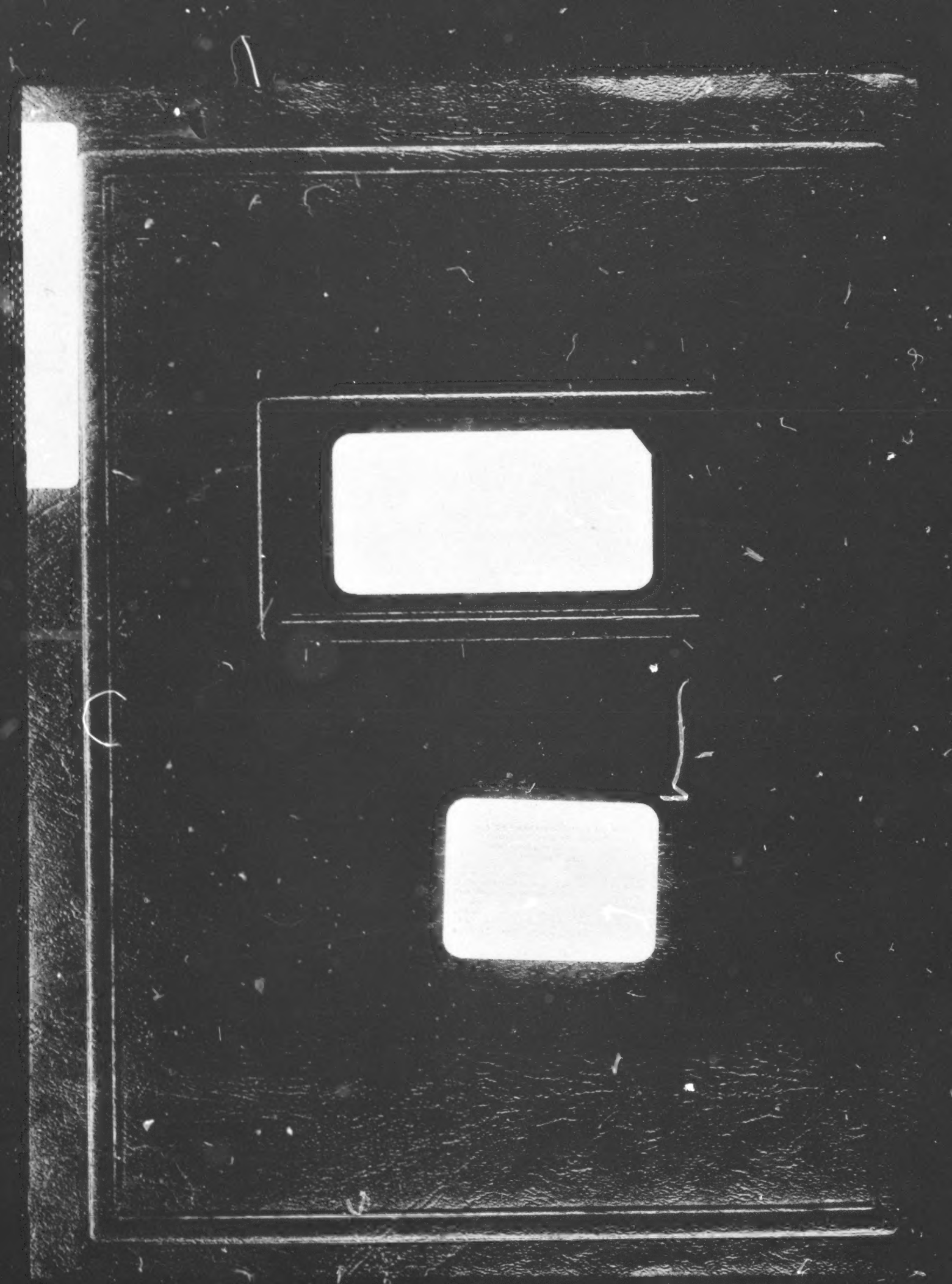

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FOREWORD

This 1974 edition of the Lincoln College Faculty Handbook is the first complete revision of the original 1963 copy. Henceforth, this will be the Handbook which will serve as a guide toward understanding the policies and procedures of Lincoln College. The Faculty Handbook should serve to acquaint new faculty members with fundamental rules and regulations and the particulars of policy relevant to their positions. It also forms a basic reference to which all faculty, new and old, will want to refer in the course of appointment to Lincoln College.

Approved, April 23, 1974
Faculty of Lincoln College

Approved, May 18, 1974
Board of Trustees of Lincoln College

INTRODUCTION TO LINCOLN COLLEGE

On February 6, 1865, the College, sponsored by the Cumberland Synod of the Presbyterian Church, was chartered as Lincoln University. It is the only educational institution to be named for Abraham Lincoln during his lifetime. The Namesake College, as it is called, recognizes not only Lincoln the President, but also Lincoln the man. It was Lincoln the man who surveyed and laid out the City of Lincoln, who rode the 8th Judicial Circuit here, and who, as a legislator in Springfield, influenced the development of this part of Illinois. His success in becoming all he was capable of being as a person is a goal which the College urges its members to emulate.

In 1929 Lincoln College underwent a change from a four year to a two year institution. In the ensuring years a program has evolved emphasizing individual student guidance in a liberal arts context. Lincoln College is a two-year liberal arts college which is fully accredited by the North Central Association of Colleges. It has the purpose of preparing young people for effective participation as citizens in society.

Lincoln College, in keeping with the ideals of democracy associated with the name of Abraham Lincoln, firmly believes that people should have the benefits of education to the limits of their abilities. Therefore, Lincoln College enrolls all people whose preparation, character, and purpose indicate that they can benefit from the college experience. Consequently a wide range of abilities, interests, and potentials is represented in the student body at Lincoln College. The mandate to the

faculty to instruct this broad spectrum places added responsibility upon them in the conduct of their professional and personal interaction with students.

Lincoln College is also committed to the community of which it is a part. The College affirms its interest and willingness to share in serving the needs of the community.

Faculty Acceptance and Revision of the 1974 Lincoln College Faculty Handbook

Acceptance

A majority of the faculty, voting by secret ballot in a regularly scheduled faculty meeting, must approve the Handbook before it is submitted to the Board of Trustees for approval.

Revision

Recommended changes in the Handbook must be approved by a majority of a quorum of the faculty, voting by secret ballot in a regularly scheduled faculty meeting before it is submitted to the Board of Trustees for approval.

SECTION ONE

COLLEGE ORGANIZATION

1. The Board of Trustees: Lincoln College functions under a Charter granted by the State of Illinois on February 6, 1865. The Charter established a self-perpetuating Board of Trustees and granted the Trustees the "power to prescribe and regulate the course of studies to be pursued in said university, and in each and all the departments thereof; to fix the rate of tuition, room rent and other necessary expenses; to appoint a faculty consisting of a president and other instructors, professors, tutors and teachers of every grade, and the officers of the Board of Trustees and such other officers and agents as may be needed in the management of the concerns of the university; to define their powers, duties and employments; to fix their compensation, contract for and pay the same; to displace or remove either or any of said instructors, officers or agents, or all of them, as a majority of said trustees which deem in the interest of said university to require; to fill all vacancies among said instructors, officers and agents".[1]

2. The President: The Board of Trustees delegates to the President of the College the authority to govern the College. The President is selected by the Board of Trustees without a stated term, and as the Executive head of the College is responsible to them for carrying out the policies of the Board of Trustees. The President is the liaison between the Board and the various individual and collective constituencies of the

[1] Charter of Lincoln University, 1865. Section 6, p.5.

College. As primary agent of the Board of Trustees, the President has ultimate responsibility for the management, the planning, and the maintenance of existing institutional resources and programs and the development of new ones.

As chief administrative officer of the College, he also has direct responsibility to lead, plan, organize, direct, and represent the College within the context of overall community endeavor. As immediate assistants to the President, the members of the administrative staff have primary operational responsibility for the administration and management of the short-term and daily affairs of the College within the context of established policies, and have also, in conjunction with the Dean of Faculty, responsibility for recommendations concerning resource allocation and general planning.

3. The Dean of Faculty: The Dean of Faculty is the representative of the teaching faculty and is responsible to the President for all academic affairs. Within the general framework of faculty responsibility and cooperative community endeavor, he plays the primary role in developing the curriculum and the educational objectives and policies of the College. He coordinates the objectives, programs, and activities of the several divisions and departments. His responsibilities include, but are not limited to: creative leadership of the faculty; supervision of the faculty and of the academic affairs of the College; serving as a channel of communication within the faculty and between the faculty and administration; selection and evaluation of the faculty; and assignment of teaching responsibilities and collateral duties performed by the faculty.

4. The Teaching Faculty:

a. Responsibilities: Under the leadership and guidance of the Dean of Faculty and within the context of established policies and objectives, the teaching faculty has primary responsibility for determining the curriculum, academic standards, instructional procedures, and related educational policy and academic affairs. It has additional responsibility to participate effectively in the formulation of non-academic, co-curricular plans, policies, and recommendations which relate to academic activities and objectives, and in the development of general community programs and activities of the College.

b. Faculty Meetings: The Lincoln College faculty holds business meetings as scheduled at the beginning of the academic year. Special faculty meetings may be called by the Interdivisional Faculty Executive Committee (IFEC), the Dean of Faculty, or the President of the College. Those eligible to vote are Full Time Teaching Faculty, the President, the Dean of Faculty, Dean of Student Affairs, the Librarian, and the Director of the Learning Resource Center.

The minutes of the meeting are recorded by the secretary to the Dean of Faculty, and a copy of the minutes, audited by an elected faculty member, is distributed to each member of the faculty within the week following the faculty meeting.

The Dean of Faculty presides at the faculty meetings. In his absence, the President of the College presides, and in the absence of both the Dean of Faculty and the College President, an elected member of the faculty presides.

Procedure:

1. Roll call conducted silently, with the exception of a call for quorum, by the secretary and recorded in the minutes.

2. Adoption of the minutes of the preceding faculty meeting.

3. Report from IFEC (posted one day in advance on the faculty bulletin board).

4. Special reports from administrative officers. (These will normally be in written form).

5. Unfinished business.

6. New business.

7. Announcements by the Dean of Faculty.

8. Announcements by individual members of the faculty.

9. Adjournment.

Special Requirements:

1. Items to be placed on the agenda other than routine announcements must be submitted to the Dean of Faculty prior to the time of the faculty meeting. An exception to this requirement will be made if a majority of the faculty present so concurs.

2. A majority of the voting faculty must be present in order to conduct a faculty meeting.

3. The minimum requirement for the passage of any legislation is the assenting vote of a majority of the voting faculty present.

5. The Division Chairman: The curriculum at Lincoln College is structured within six Divisions: Language and Literature; Social Science; Natural Science; Business and Math; Humanities and Fine Arts; Physical

Education and Recreation. The chairman of each division is a full-time member of the teaching faculty elected annually by the members of his division. Being a division chairman, he serves on the Inter-divisional Faculty Executive Committee (IFEC). The chairman's responsibilities, assumed under the overall supervision of the Dean of Faculty, include: leadership of the division; representation of the division; calling, chairing, recording and distributing minutes of division meetings; coordinating programs, objectives, and activities within the division; initiating and providing guidance in curriculum planning and division programs; reviewing general policy pertaining to financial, personnel, and other resource allocation; and furnishing the Dean of Faculty with information and advice concerning the curriculum and general academic programs and objectives.

6. The Inter-divisional Faculty Executive Committee. (IFEC): This committee meets with the Dean of Faculty on a scheduled semi-monthly basis and is open to all faculty concerns. There are no faculty matters that cannot be discussed with IFEC since it is the major link between the faculty and the administration of the College. Monthly reports of IFEC's activities are made in writing and are available to every member of the Lincoln College faculty. IFEC members are entitled to a monetary compensation in addition to their regular teaching salaries.

From time to time IFEC will require assistance from the faculty in research matters. Ad hoc committees will be formed on the principle of Divisional representation. There are three permanent committees of the faculty -- the Curriculum Committee, the Winter Term Committee, and the

committee on Tenure and Review. Members of all committees are elected annually by their divisions. No member of IFEC may serve on an additional committee.

7. The Curriculum Committee: This is the committee charged with the responsibility for recommending to the faculty revisions in curriculum. This committee encourages suggestions from all members of the faculty and actively solicits curriculum ideas from Lincoln College students. (Refer to page 17 which serves as a guide to the procedures established for adding new courses to the curriculum at Lincoln College).

8. The Winter Term Committee: This is the committee charged with the responsibility of a continual reviewing of the winter term, and in making recommendations to the faculty on how to improve the winter term curriculum. This committee works with the Director of the Winter Term, who makes recommendations to the Dean of Faculty for the courses to be offered in the Winter Term. The Winter Term Committee reports its progress and any new developments to the faculty.

9. The Committee on Tenure and Review: This is the committee charged with the responsibility of conducting a complete review and evaluation of the professional competence, performance, and development of the tenured faculty. It is also responsible for conducting a thorough review of the performance of individual faculty members becoming eligible for gaining tenure on the faculty of Lincoln College. Report of this committee's findings and its recommendations are filed with the College administration.

SECTION TWO

FACULTY APPOINTMENT, PROMOTION AND TENURE

1. Faculty Appointment: The primary qualifications of an individual considered in appointment to the faculty at Lincoln College are as follows:

a. Academic Training: The candidate should normally hold a minimum of a Master's Degree.

b. Motivation and Competence: The candidate must indicate his ability to teach, and the desire to continue to improve his teaching, and to grow in the profession. The candidate must convey an ability to communicate with students and peers.

c. Educational Philosophy: The candidate must have a philosophy of education that allows him to accept enthusiastically the College's educational mission.

Prior to recruiting a new faculty member at Lincoln College, the Dean of Faculty in consultation with the President of the College and the divisional chairman must determine the need for an additional faculty member. If funds have not already been designated for this position, the Dean submits a request for the necessary additional funds in the academic budget. That request is presented to the Board of Trustees by the President of the College. The recruitment process begins following Board approval.

The following procedure is used in recruiting a new faculty member:

a. The Dean of Faculty announces the vacancy in numerous university placement centers, as well as to professional organizations, etc.

b. Letters indicating an interest in the position are reviewed by the Dean and the divisional chairman.

c. Once the Dean and the division chairman have reviewed all letters of interest, they select the most promising applications and discuss them with the President of the College. With the approval of the President, a minimum of two candidates will be invited to the College campus.

d. The visit of the applicant to the campus will be according to a schedule established by the Dean of Faculty, and will as far as possible include the following steps:

1. Interview with the Dean of Faculty.
2. Presentation of the applicant to the President.
3. A tour of the campus and introduction, when possible, to College personnel.
4. A thorough discussion of College purpose and philosophy.
5. A conference with the appropriate division chairman and other available members of the faculty. A special effort will be made to consult with faculty members within the candidate's division.
6. A review of the anticipated courses.
7. A social occasion where questions and concerns can be discussed in a relaxed informal atmosphere.

e. At the conclusion of the visit, the Dean of Faculty and the division chairman will submit their written recommendation regarding the applicant to the President.

f. The President shall make the formal appointment.

g. A one-year teaching contract, along with a letter of appointment will be sent from the President's office to the faculty candidate.

2. Faculty Promotion: Promotion in rank and advances in salary at Lincoln College are based on academic preparation, number of years of service, and continuing merit accomplishments. A salary schedule is included in the addenda of this Handbook; the schedule indicates the salary given for academic preparation and years of experience at Lincoln College. Promotion in rank requires a joint recommendation from the Division Chairman and the Dean of Faculty to the President of the College.

Merit pay as provided for in the salary schedule is determined by the Dean of Faculty with the approval of the President. The criteria used in this determination are as follows:

a. Teaching skills (based on evaluations by the Dean and by colleagues).

b. Organization of courses and updating of materials.

c. Scholarship (based on publications, course study, degrees achieved, research effort, leadership in professional societies, etc).

d. Extra (non-reimbursed) time given to students and the College. (Club sponsorship, participation in student seminars, fireside chats, music and art clubs, etc).

e. Meeting professional and administrative requirements and deadlines (faculty meetings, committee meetings, divisional responsibilities, etc).

3. Tenure Policy: The Board of Trustees of Lincoln College recognizes the important part which the traditional tenure policies have played in the development of higher education in the United States. It views the retention of a tenure policy as essential to the continued strength of the College, to the faculty as a professional requisite, and to the community as a visible indication of its support and commitment to the professional worth of the faculty.

The Board of Trustees of Lincoln College favors a concept of tenure which is subject to periodic review. If a profession bases its existence on an open approach to learning, it is necessary for its members -- students, faculty, administration and non-teaching professionals -- to evaluate their own performance on a regular basis. The academic climate of Lincoln College cannot remain healthy unless the process of evaluation is effective and candid and offers opportunity for self-development.

Attainment of Tenure: A full time member of the Lincoln College faculty is eligible for tenure after he has served a period of six years on the faculty of Lincoln College, holds a minimum of a Master's Degree, and has been promoted to the rank of Assistant Professor. A faculty member may be recommended to the committee on Tenure and Review by the President of the College and the Dean of Faculty prior to his six years experience on the Lincoln College faculty if the Dean and President determine that the particular faculty member involved has demonstrated the ability and experience to warrant earlier consideration for tenure.

The attainment of tenure is not automatic but results from a specific action by the Board of Trustees. The eligible faculty member will have

his professional performance reviewed by the Committee on Tenure and Review. This committee reviews the candidate's record and makes recommendations based on the specific performance of the candidate. This recommendation will then be filed with the Dean of Faculty and tenure will be recommended to the President for approval by the Board of Trustees. If the committee finds deficiencies in the faculty member's performance, they will recommend specific corrective action and may make arrangements to conduct a follow-up review the following year. If the second review concludes that the deficiencies have not been corrected, this report will be filed with the Dean of Faculty with a recommendation for dismissal.

Tenure Review: The Committee on Tenure and Review will also be charged with conducting a complete review and evaluation of the professional competence, performance, and development of the tenured faculty. Recognizing the importance of assuring a vital and effective faculty as the life blood of the College, the Committee on Tenure and Review will conduct their evaluation of tenured faculty at six-year intervals so that every six years each member of the tenured faculty will be reviewed.

It is planned that the first review of tenured members of the faculty will be conducted prior to the issuing of contracts for the 1975-76 academic year. To initiate the review, the committee will invite faculty members to submit a written evaluation of their professional activities and growth. Criteria listed in this Handbook for faculty promotion will serve as guidelines for this evaluation.

If the Committee finds deficiencies in the faculty member's performance, they will recommend corrective action. Arrangements may be

made to conduct a follow-up review within a stated period of time, not to exceed one year. If the second review determines that the deficiencies have been eliminated, the Committee would recommend that tenure be renewed for another period of six years. If the Committee concludes that the deficiencies have not been corrected, they will file a report with the Dean of Faculty with a recommendation of non-renewal of tenure.

To activate this new tenure policy, each current tenured faculty member will have his performance reviewed within the first two-year period of this new tenure policy.

Membership on the Committee on Tenure and Review: This Committee will consist of one tenured member from each division elected annually by that division. A faculty member will be ineligible to serve on this committee in the year in which his tenure is being reviewed. This Committee elects its own chairman from among its members.

SECTION THREE

INTERNAL OPERATIONS OF ACADEMIC AFFAIRS

1. Academic Freedom: The College supports the following statement of principles concerning academic freedom.

"The maintenance of freedom of speech, publication, religion, and assembly (each of which is a component of intellectual freedom) is the breath of life in a democratic society. The need is greatest in the field of higher learning. Without freedom to explore, to criticize existing institutions, to exchange ideas and to advocate solutions to human problems, faculty members and students cannot perform their work, cannot maintain their self-respect. Society suffers correspondingly. The liberty that is needed requires a freedom of thought and expression within colleges and universities, a freedom to carry the results of honest inquiry to the outside and a freedom to influence human affairs in the same manner as other informed persons do . . . . We ask, then, for the maintenance of academic freedom and of the civil liberties of scholars not as a special right, but as a means whereby we may make our appointed contribution to the life of the commonwealth and share equitably, but not more than equitably, in the American Heritage. Society has the power to destroy or impair this freedom: but it cannot do so and retain the values of self-criticism and originality fostered by higher education."[2]

[2] Policy Documents and Reports, AAUP, "Academic Freedom and Tenure in Quest for National Security", Sept. 1969, p.15.

2. Adding, Dropping, or Changing Courses: The procedure for adding, dropping, or changing courses is as follows:

a. The faculty member or student proposing a change in the college curriculum should file a written recommendation with the chairman of the division that controls the area in which the change is proposed.

b. The curriculum change should be discussed at a division meeting, and if approved by a majority of division members, the proposal should be forwarded to the Curriculum Committee.

c. If a majority of the members of the Curriculum Committee approve the curriculum change, the proposal shall then be presented to the full faculty at the next regular monthly meeting.

d. If the majority of those present at the faculty meeting approve the curriculum change, the change is then recommended to the President of the College for inclusion in the curriculum.

3. Adult and Continuing Education Courses: Adult and Continuing Education courses may be added, dropped, or changed at the discretion of the Dean of Faculty within the overall guidelines of demand for the course and the educational goals of the college. Current faculty will be given first consideration as potential instructors in these courses.

4. Course Outlines: Each faculty member is required to file with the Dean of Faculty, a current outline of each course he is teaching. The outline should include the following information:

a. The objectives of the course.

b. The basic content of the course.

c. A list of the various resources which are required acquisitions by the students.

5. Textbook Orders: The faculty member at Lincoln College selects the text material to be used for the course or courses which he is to teach. A list of these texts must be made available to the division chairman and forwarded to the Dean of Faculty for processing.

It is the responsibility of each faculty member to file his request for textbook orders with the Dean of Faculty prior to June 30 for the fall term, and prior to December 1 for the spring term.

The instructor should attempt to reduce the cost of student text expenditures whenever possible. For this reason a text should be used in a course for a minimum of two years.

6. Grades and Grade Reports: Each instructor is responsible for developing his own procedure for evaluating the student's work. In doing so, it is requested that the following guidelines be considered:

a. The student is generally best evaluated by several grades based on a variety of projects assigned over the full course of the term.

b. The evaluation procedure used by the faculty member should be explained clearly to the students enrolled in the course.

c. The instructor should be available to the student for discussion regarding grades and the possibility of improvement.

The deadlines established by the Registrar in cooperation with the Dean for the filing of final grades are set in order to meet several interrelated deadlines. It is the responsibility of each faculty member to file final grades on time.

7. Policy on Class Attendance: It is the policy of Lincoln College that class attendance be considered a requisite for successful mastery of the course and a requirement for earning class credit.

To assist students in more successfully meeting educational and personal problems, and to assure the prompt utilization of the various student services provided by the College to meet these needs, the College requires that faculty members take attendance in each class.

8. Faculty Workload: The normal teaching load for a Lincoln College faculty member is the teaching of the equivalent of 15 credits per semester.

In addition to the teaching schedule each faculty member serves as a faculty advisor to approximately 15 Lincoln College students. To function effectively as a faculty advisor, each faculty member should be thoroughly familiar with the educational programs and academic requirements of the institution.

To support these responsibilities, the faculty member should establish a schedule of office hours and make those office hours known to his students. The College requires each full time faculty member to have a minimum of five office hours per week, which must include at least one office hour per day, Monday through Friday. By the second week of each semester a copy of the faculty member's teaching schedule, along with his office hours, should be filed with the office of the Dean of Faculty.

9. Absence of Faculty Members: As a professional and contractual obligation, each faculty member is responsible for meeting each of his classes for the prescribed length of time.

If a faculty member must be absent because of illness or other unforeseen circumstances, the Dean of Faculty must be immediately notified. The Dean then is responsible for taking whatever action necessary to provide the continuity of the courses involved. Professional activities which would absent the faculty member from his regularly scheduled classes must be approved in advance by the Dean of Faculty.

SECTION FOUR

FACULTY BENEFIT PROGRAM

1. Medical, Life, Disability Insurance: Consistent with its interest in all of its personnel, the College continues to provide an extensive program of medical and retirement benefits. The Aetna Medical, Life and Disability Program is provided by Lincoln College at no cost to all full time faculty members. For complete details on these programs, see the separate booklet entitled Group Insurance Plan.

2. Teacher's Insurance Annuity Association and College Retirement Equity Fund Programs: Premiums to TIAA and CREF are paid by the College for full time faculty members according to the following schedule:

Years of Service	Per Cent of Base Salary
1 and 2	0
3 and 4	6
5 through age 65	12

A faculty member may contribute additional amounts to the above program at anytime. For details, see the separate booklet entitled Your Retirement Annuity.

3. Social Security: All faculty members are required to participate in Old Age and Survivor's Insurance under the Federal Social Security Act. The College is required to withhold a sum in accordance with the current rates and to match this sum which is paid to the government as a payroll tax.

In addition, faculty members are covered under Workmen's Compensation

Insurance and Unemployment Compensation through the State of Illinois.

4. Leaves: A sabbatical leave may be granted for as much as one full academic year following six years of full time continuous service, and similarly each seventh year thereafter, provided that the last such leave begins before the academic year in which the faculty member reaches age 62.

The purpose of a sabbatical leave is to update a faculty member's education, and to provide an opportunity for the faculty member to experience a special period of general refreshing and of intellectual stimulation, and to assist him to improve his teaching. Thus both Lincoln College and the recipient should benefit from the sabbatical leave.

In order for the administration to make proper provision for replacements, those desiring a sabbatical leave should make tentative application to the Dean of Faculty 18 months ahead of the beginning of the year in which the sabbatical is desired. A copy of the form for this request is included in the back of this Handbook, and it is understood that this application will be reviewed by the Dean of Faculty and the Chairman of the division prior to being forwarded to the President of the College.

In the granting of sabbatical leaves, precedence will be granted to those applying in order of the date of original employment.

Financial arrangements for those on sabbatical leave are as follows:

1. For those electing to take a full year's leave:
    a. Cash salary will be one-half the full cash for that year.
    b. Supplemental benefits will be continued on the basis of full annual salary.

2. For those electing to take only a one-semester sabbatical leave, both cash and supplemental benefits will be continued without reduction as if the teacher were fully employed.
3. The above financial payments and benefits will be granted, however, only on condition that the teacher agrees in writing to repay to Lincoln College all monies which the College has expended if he fails to remain with the staff of the College for a period of at least two years following his leave; however, if a teacher returns for one year, he will be obligated to repay only one-half the amount expended by the College.

Occasionally a faculty member may desire to take up some special assignment temporarily (such as government or military duty) or to be absent for other personal reasons. Under these conditions, the Administration may grant a leave without pay for whatever period of time and under whatever obligations to return may be worked out for the particular case. All such agreements must be filed in writing.

5. Tuition for Dependent Children and Spouse: Lincoln College actively encourages the participation of its faculty and their families in the educational programs of the College. To facilitate this, the College extends an automatic full scholarship for its regularly scheduled academic programs to the faculty, to their spouses, and to their children to the age of 23. Certain special evening and Winter Term offerings may be excepted. Children of Lincoln College faculty are eligible to participate in the program of the McKeever Preschool for children ages 3 to 4. Faculty children are given first choice to openings in the Preschool, but are not

exempt from the regular fees charged for the program.

6. Self-Improvement Allowance: Funds are available to aid members of the faculty in the pursuit of self-improvement, usually through courses taken at other colleges and universities. The funds are divided at the discretion of the Dean of Faculty among those who apply. These monies are available only for the summer months.

7. Professional Memberships: Lincoln College will underwrite a faculty member's professional membership dues in his chosen professional organization that relates to his academic area to the amount of $50.00. This total amount of $50.00 may be broken down to membership dues into two organizations. The invoices for membership should be submitted through the office of the Dean of Faculty.

8. Conferences: Faculty participation in conferences related to one's academic area is encouraged by the College. Faculty members will be reimbursed for travel, room, board, and registration fees when funds are available. The amount a faculty member is reimbursed in any given year is determined by the Dean of Faculty. The College expects that a faculty member will share his information with other members of his division upon his return from an appropriate conference. A written report describing the conference attended and its particular implications for the faculty member or the College is filed with the Dean of Faculty upon return to campus.

9. Faculty Housing: The College owns several houses and apartments in the community of Lincoln. They are made available at reasonable rents to Lincoln College faculty and staff. The basic principle underlying this benefit is to provide housing for new faculty and staff members at

Lincoln College until they can find permanent housing in the community. Therefore, when a faculty member accepts College housing, he should do so with the knowledge that at the conclusion of the third year at the College, he may be asked to relinquish his living quarters to an incoming member of the faculty.

10. Sick Leave: A faculty member who becomes totally incapacitated by illness will be paid full salary for 90 days. After 90 days he would be covered according to the Aetna Group Insurance Plan.

11. Sang Faculty Loan Fund: Lincoln College administers the Sang Faculty Loan Fund as a service to the faculty. When funds are available, faculty may borrow to a maximum of 10 per cent of the total amount of the fund. The amount must be repaid within 60 days. There is no charge for this service.

12. College Extra-Curricular Events: The faculty and members of their immediate family are admitted without charge to all College sponsored events regularly scheduled: home athletic events, films, plays, dances, and other designated special events. Reserved seats may be necessary for some activities.

13. Bookstore Discount: A 10 per cent discount is given for faculty purchases at the College Bookstore.

RANK	NONE	INSTRUCTOR	ASST. PROFESSOR	ASSOC. PROFESSOR
Minimum Qualifications	(Bachelors)	(Masters)	(Doctorate or Masters plus 5 yrs L.C. Experience)	(Doctorate plus 5 yrs L.C. Exp. or Masters plus 10 yrs L.C. Experience)
STEPS				
0	7800-8700	8900-9300	9800-10,200	10,800-11,200
1	8000-8900	9125-9525	10,050-10,450	11,075-11,475
2	8200-9100	9350-9750	10,300-10,700	11,350-11,750
3	8400-9300	9575-9975	10,550-10,950	11,625-12,025
4	8600-9500	9800-10,200	10,800-11,200	11,900-12,300
5		10,025-10,425	11,050-11,450	12,175-12,575
6		10,300-10,700	11,300-11,700	12,450-12,850
7		10,525-10,925	11,550-11,950	12,725-13,125
8		10,750-11,150	11,800-12,200	13,000-13,400
9			12,050-12,450	13,275-13,675
10			12,300-12,700	13,550-13,950
11				13,825-14,225
12				14,100-14,500
13				14,375-14,775
14				14,650-15,050
15				14,925-15,325
16				15,200-15,600
17				15,475-15,875
18				15,750-16,150
19				16,025-16,425
20				16,300-16,700
	Change of Rank Index (X-1)	Change of Rank Index (X-2)	Change of Rank Rank Index (X-3)	

Sabbatical Leave Information

Name_____ Date_____

Teaching Field_____

No. full time years at LC on starting date of sabbatical_____

Proposal of Study

Starting Date_____ Completion Date_____

Field of Study_____

Location of Study_____

Plan of Study:

How will the plan benefit you educationally or professionally?

How will the plan benefit LC when completed?